


INSTRUCTIONS AND EXPLANATIONS
SUMMARY END PRODUCT DATA SCHEDULE
SEPDS B -- For Meat and Poultry Processed Under Guaranteed Minimum Return

This form is created to summarize data for 1) meat products (beef and pork) processed under guaranteed minimum return (GMR) and reported on EPDS 1 and 2) bulk poultry products processed under guaranteed minimum return and reported on EPDS 2. All end products to be processed must be submitted on an End Product Data Schedule (EPDS) and approved by either USDA or the State Agency. Each applicable DA must approve the Summary of End Product Data Schedule (SEPDS).

Check the appropriate box for “National Summary” if the EPDS were approved by USDA or “State Summary” if the EPDS were approved by the state.

Enter name of processor in upper right hand corner in place of "processors name". If multiple pages are needed, the processors name will appear on each page.

SEPDS are valid for 1 year. After the initial SEPDS is approved, processors should submit an additional SEPDS for revised data for products listed on the original SEPDS or for additional (new) products. To assist state agencies in tracking revised or new products, please indicate revised product information by showing all data in italics and new products by copying the “new” starburst () when applicable.

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| Column A | List finished end product code and product name as shown on the label (Column 1 of EPDS). |
| Column B | List the net weight of one case of finished product as shown on the label (Column 2 of EPDS). |
| Column C | Indicate the minimum number of servings per case (Column 3 of EPDS). |
| Column D | Indicate the net weight of each serving (Column 4 of EPDS). |
| Column E | List all commodity codes and donated foods that can be used in the formulation of each end product. If there are multiple donated foods possible in a single product, copy a check mark box from another part of the schedule, so that states may indicate which DF will be available for processing in their state. |
| Column F | If applicable, list the percent of breading (column 6 of EPDS 2). This column may be left blank for breaded meat products. |
| Column G | For poultry products only, show the estimated cases of finished product per truckload. (Column 7 of EPDS 2). |
| Column H | For meat products only, show the pounds to produce a case (Column 8 of EPDS 1). |
| Column I | Show the percent Guaranteed Minimum Return (Box 11 of EPDS 1 or column 9 of EPDS 2). |
| Column J | Check the box if By-Products other than re-work result. If no by-products are produced leave check box blank. If by products are produced, provide the value and method credit will be given. |

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| Column K | Indicate the effective date for each approved end product. It is recommended the effective date be July 1. For products approved after the beginning of the school year, states may choose to back date the effective date to the first of the year (this is the simplest for accounting and tracking purposes). If the state prefers not to back date, select the first of the chosen month. |
| Column L | If the processor is not able to offer all products listed on the EPDS to a particular state, the processor may check the appropriate box for “State Approval” to indicate which products they desire to have approved for processing in that state. Ideally, processors will customize SEPDS for states by “hiding” the rows of products they are unable to offer in a given state. States have the option to decline to approve certain products for their state. |

At the top of the schedule, show the Contract value per pound for the DF as established in accordance with USDA stipulated pricing (November 15th Price File see: <http://www.fns.usda.gov/fdd/programs/state/>). The actual commodity value should be expressed in four (4) decimal places. While the value per pound does not impact the fee for service, it must be stated for the purposes of paying for lost or damaged products, or missed yields.

The Processor and State agency must always sign the SEPDS. If “state summary” is checked in upper left hand corner, then the state approved the EPDS and the schedule should not be submitted to USDA and USDA will not sign it.

In the bottom margin the date report is printed will automatically update. Please do not modify this feature, as it will help everyone easily track the most current SEPDS. Update the school year if necessary. The page number and number of pages will automatically update.

Instructions for Processors:

Add as many additional lines in the main body of the schedule to accommodate all products. In this way, multiple pages will print automatically if needed and there will be one set of signature blocks on the last page.

USDA will lock the parts of the Excel spreadsheet when they approve the schedule and return it electronically to the processor. After USDA has signed the SEPDS processors may complete additional columns as necessary. Processors have the option of hiding certain rows, (even if the data is locked), to prepare customized summary schedules for various states. For example, a state might require products be submitted to a state University for testing prior to acceptance for processing. Processors are encouraged to list only those products they desire to be approved for individual states. USDA will not sign duplicative SEPDS customized for each state.

Processors may want to automate the calculation by entering formula in certain cells. Because there several ways processors may choose to automate calculations, ACDA did not attempt to program calculations into any of the worksheets. Therefore each processor is encouraged to modify their own EPDS and SEPDS to best accommodate their needs.

Instruction for Federal Agency approval of SEPDS:

Columns A – J are based on approved EPDS. This information is to be verified by the agency approving the EPDS and signified by signing the second signature block.

Instructions for States:

State DA should complete Column K and L, the effective date and state agency approval blocks for each product listed. It is possible that the processor will complete these columns, in which case the state DA should review them. Any questions about the accuracy of the SEPDS data can be verified on the USDA FDD website NPA page. The DA should verify that contract value (at the top of the page) is correct.

Submit all SEPDS to:

npa@fns.usda.gov

Fax 703-305-2430

Mail: USDA/FNS Headquarter

Food Distribution Division

Attn: Processing Initiative Team

3101 Park Center Drive, Room 500

Alexandria, VA 22302-1500

Questions:

Call USDA FNS at 703-306-2680